

**BY ORDER OF THE COMMANDER
HEADQUARTERS 377TH AIR BASE WING (AFMC)
KIRTLAND AIR FORCE BASE,
NEW MEXICO 87117-5606**



AIR FORCE INSTRUCTION 31-206

KIRTLAND AIR FORCE BASE

Supplement 1

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Security

SECURITY POLICE INVESTIGATIONS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This supplement provides instructions for implementing Air Force Instruction 31-206, Security Police Investigations, on Kirtland Air Force Base (KAFB) and delineates specific responsibilities. It applies to the 377th Air Base Wing (ABW) and all United States Air Force (USAF) units serviced by the host-base Security Forces Investigations program. Readers should refer to Department of Defense (DoD) Manual 4160.21-M-1, *Defense Material Disposition Manual*, for basic policy.

SUMMARY OF REVISIONS

Added the disposition of abandoned or found property with a value of less than \$100 (paragraph 2.7.4.9.). Added the guidelines for found or abandoned government property (paragraph 2.7.4.10). An ' indicates a change from the previous edition.

AFI 31-206, 1 December 1996, is supplemented as follows:

2.7.4.4. (Added) Use the DD Form 2504, **Abandoned Vehicle Notice**, to report suspected abandoned vehicles to the security forces investigations section. Visibly attach the bottom copy of the DD Form 2504 to the suspected abandoned vehicle and forward the original and second copies directly to the security forces investigations section. On receipt of the DD Form 2504, the abandoned vehicle monitor will attempt to contact the owner of the vehicle and ascertain if the vehicle is operable or not within 3 duty days. If operable, instruct the owner to move the vehicle. If not, instruct the owner to have the vehicle removed from the installation or placed in an appropriate storage facility such as the base auto hobby shop. If the vehicle is not removed within 3 duty days of notice, it will be impounded and stored in a local business or agency at the owner's expense. Security forces will make every attempt to notify the owner of the impoundment, location of the vehicle, and impending charges. The local business or agency towing the vehicle will assume all responsibilities for disposition of the vehicle.

2.7.4.5. (Added) If after 45 days of diligent effort to identify the owner of the found property proves unsuccessful, the property may be relinquished to the finder to exclude the item from the expanded processing for lost, abandoned, or unclaimed property. If the finder cannot be identified, dispose of property as directed by DoD 4160.21-M-1 and this instruction.

2.7.4.6. (Added) Expired military and civilian identification cards, vehicle registrations, insurance cards, and other forms of identification will be listed on the property inventory and immediately destroyed. Valid forms of identification may be immediately mailed to the owner via certified mail. If the valid identification is returned to the security forces investigations section due to an incorrect mailing address, the section will immediately destroy the item.

2.7.4.7. (Added) Items such as toiletry articles, wallets, purses, keys, cosmetics, used or soiled personal items, undergarments, and other items having no value except to the original owner will be listed on the property inventory and maintained for a period of 45 days. If not claimed, the aforementioned property is excluded from the expanded processing for lost, abandoned, or unclaimed property and will be immediately destroyed. If an owner is identified, mail the property to the owner using certified or registered mail within 30 days.

2.7.4.8. (Added) List found contraband or paraphernalia on the property inventory and destroy immediately.

2.7.4.9. (Added) After 45 days, abandoned or found property with a value of less than \$100 may be donated to a nonappropriated fund institution, military or private charity, or public charity without convening the Found Property Disposal Board. Obtain a receipt from the donation for property tracking.

2.7.4.10. (Added) Immediately return abandoned or found government property to the unit identified as losing the property or base supply.

2.7.4.11. (Added) Dispose of abandoned or found property with a value of more than \$100 according to the recommendations of the Found Property Disposal Board. The board may designate that property be given as a donation to a nonappropriated fund institution, such as the auto hobby shop, military or private charity, public charity or an appropriate military unit.

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